

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)				2. TYPE OF REPORT	
Re-employed Annuitants				STATISTICAL	
				<input checked="" type="checkbox"/> NARRATIVE	
				MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY	
		MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
5		semi-annual		1	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		Oral request from Ex-Dir-Compt to Director Personnel	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	
CPD					

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 6/1	\$3.51		16 hrs.		\$56.16		2		\$112.32

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Agency policy on use of annuitants is basically negative. As few annuitants as possible are hired. This report is part of the monitoring procedure to carry out Agency policy. Report started in April 1966 at request of Executive Director-Comptroller.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE			
<input type="checkbox"/>	DISCONTINUE			

16. DATE OF INVENTORY	17. CONTROLLING INFORMATION	18. EXTENSION
9 October 1970	Chief, Contract Personnel Division	STAT